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Edward Moreno <edward.moreno@lacity.org>

# Re: Project Homekey Wire Fund Transfer

1 message

**Elyse Matson** <Elyse.Matson@lacity.org> Fri, Dec 11, 2020 at 2:05 PM
To: Bertha Flores <bertha.flores@lacity.org>
Cc: Benjamin Buenaventura <benjamin.buenaventura@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, "Romero, Sylvia" <sylvia.romero@lacity.org>, Amalia Robles <amy.robles@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Claire No <claire.no@lacity.org>

Thank you so much!

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

On Fri, Dec 11, 2020 at 12:32 PM Bertha Flores <bertha.flores@lacity.org> wrote:

> Thanks, Ben.
>
> --
> **Bertha Flores ~❀~**
> CAO/Office Administration
> ☎ (213)473-7507

On Fri, Dec 11, 2020 at 12:30 PM Benjamin Buenaventura <benjamin.buenaventura@lacity.org> wrote:

> Hi Elyse,
>
> It's approved and final. Thank you for your patience.
>
> Happy Friday!
>
> RON | GALPERIN
> Los Angeles City Controller
>
> **Benjamin Buenaventura** | Accountant
> Office of the Controller
> Fiscal Oversight Support Services
> (213) 978-7362
> http://controller.lacity.org

On Fri, Dec 11, 2020 at 12:22 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:

> Hi sorry for the rush but I wanted to check in on this approval. We need to wire funds today and this doc needs to be approved first. Thank you so much!
>
> Elyse Matson
> Office of the City Administrative Officer
> 200 N. Main St., 15th Floor
> (213) 473-7460
> email: elyse.matson@lacity.org

On Fri, Dec 11, 2020 at 11:38 AM Bertha Flores <bertha.flores@lacity.org> wrote:

> Resending to include Edward Moreno as Amy is currently out of the office. Thanks.

--
**Bertha Flores ~❀~**
CAO/Office Administration
☎ (213)473-7507

---------- Forwarded message ---------
From: **Bertha Flores** <bertha.flores@lacity.org>
Date: Fri, Dec 11, 2020 at 11:33 AM
Subject: Fwd: Project Homekey Wire Fund Transfer
To: Amalia Robles <amy.robles@lacity.org>, Benjamin Buenaventura <benjamin.buenaventura@lacity.org>
Cc: Romero, Sylvia <sylvia.romero@lacity.org>, Elyse Matson <Elyse.Matson@lacity.org>

Hi Amy & Ben,

BGB9CON 10 210000000179, to increase authority for RPT CF201008, has been submitted for your review/approval. Please let me know once approved. I apologize for the RUSH but we are working to process an FMS Wire once funds are available. Thanks.

--
**Bertha Flores ~❀~**
CAO/Office Administration
☎ (213)473-7507

---------- Forwarded message ---------
From: **Frieda Huang** <frieda.huang@lacity.org>
Date: Mon, Oct 26, 2020 at 4:52 PM
Subject: Re: Project Homekey Wire Fund Transfer
To: Elyse Matson <ELYSE.MATSON@lacity.org>
Cc: Sylvia Romero <sylvia.romero@lacity.org>, Bertha Flores <bertha.flores@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Steven Del Haro <steven.delharo@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>, Imelda Sy <imelda.sy@lacity.org>, Amalia Robles <amy.robles@lacity.org>, Michelle Le <Michelle.Le@lacity.org>

Hi, Elyse

> Additionally, are we required to set up an appropriation for each transaction or will it all come out of the same APPR?
How to set up appropriation accounts depended on the appropriation authority.
In this case, it is the Council File recommendation.

If you need any assistance, please contact Michelle Le, your F&A coordinator.
Thank you.

Frieda

On Mon, Oct 26, 2020 at 3:57 PM Amalia Robles <amy.robles@lacity.org> wrote:

> Please see comments in BLUE
>
> Kind regards,
>
> **AMY ROBLES,** CIA
> Principal Accountant II
> Controller, Fiscal Oversight Support Services
> Tel. (213) 978-7407

http://controller.lacity.org/

RON GALPERIN
LA CONTROLLER

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On Mon, Oct 26, 2020 at 3:01 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:

> Hi Amy, couple of questions -
>
> If we do an open vendor encumbrance for the entire amount, does that mean we can just make wire transfers as necessary as we go through the closing process for each of the sites?
> YES, since there are different owners / properties or sites
> Recommendation 3 and 4 - Commonwealth Land Title Company (Attachment 1- 10 properties)
> Recommendation 14 and 15 - Volunteers of America Los Angeles (Avalon property)
>
> Additionally, are we required to set up an appropriation for each transaction or will it all come out of the same APPR?
> Please coordinate with our Funds & Appropriation group headed by Frieda Huang, assisted by Teresa Kyu Li and Imelda Sy,
> as they are in a better position to answer funding and APPR questions.
>
> Thank you.

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

On Tue, Oct 20, 2020 at 12:47 PM Amalia Robles <amy.robles@lacity.org> wrote:

> Hi, Meg.
>
> Please coordinate with the CAO Accounting group (copied here) who are familiar with the payment process, summarized as follows:
> 1. RPT-SRPT request from CAO to Controller FOSS (our group) with **approved** Council File instruction to wire payment for the properties to be acquired.
> 2. BGB9CON - to set up the amount in FMS
> 3. GAE* - to encumber funds
> 4. GAX to pay to the escrow / title company indicated on the Council File.
>
> Please send us the approved Council File and RPT-SRPT request form.
> Thank you.
>
> Kind regards,

**AMY ROBLES,** CIA
Principal Accountant II
Controller, Fiscal Oversight Support Services
Tel. (213) 978-7407
http://controller.lacity.org/

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> ---------- Forwarded message ---------
> From: **Russel Fujii** <russel.fujii@lacity.org>
> Date: Tue, Oct 20, 2020 at 7:47 AM
> Subject: Re: Project Homekey Wire Fund Transfer
> To: Meg Barclay <meg.barclay@lacity.org>

Cc: Bob Wingenroth <bob.wingenroth@lacity.org>, Claire No <claire.no@lacity.org>, Elyse Matson <elyse.matson@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>

Meg,

Once you know the date, amount and details (escrow number, escrow agent, etc.) please complete and return this form to cahtreasury@lacity,org so we may ensure proper tracking for this payment. Also, while a signed form is not necessary for notification, a signed form and payment (JV, Warrant) is needed to transact the payment. Please make sure you follow the notification policy with any wire transaction. Let me know if you have any questions. Thank you.

On Mon, Oct 19, 2020 at 7:02 PM Meg Barclay <meg.barclay@lacity.org> wrote:

> Hello,
>
> First of all, thank you all again for your help reviewing our recommendations for the Project Homekey report last week.
>
> We expect the recommendations in the attached report to be approved this week. Next week, HACLA is scheduled to close on the first property (the Hotel Solaire). They'll let us know the full exact amount that needs to be transferred into Escrow by Monday or Tuesday and we'll need to wire the funds into Escrow by no later than Thursday at noon.
>
> Can you please let me know what we will need to prepare to make sure this goes smoothly? Do we need any information from HACLA besides the wiring instructions? Is there a format you prefer to receive the wiring instructions in?
>
> I'm sorry for all these questions. This is my first time with this particular transfer type.
>
> Thank you so much,
>
> Meg
>
> --
> Meg Barclay
> Homeless Coordinator
> Office of the City Administrative Officer
> Email: meg.barclay@lacity.org
> Phone: (213) 978-1681
>
> **RPT-SRPT Request Form & CF Auth_ Project Homeke...**